

**Town and County of Nantucket
Human Resources Office**



**Hiring Work Plan
Diversity, Equity and Inclusion Director**

EDUCATION/EXPERIENCE: Bachelor's degree in business, employment law, human resources management, social work, organizational behavior or related field required with three or more years of related experience; or any equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities to perform the essential functions of the position. Master's degree in above related subjects preferred. Demonstrated experience with diversity topics, including but not limited to: assessments, strategy development, policies, hiring practices, educational programs (including unconscious bias), scorecard development and tracking preferred.

SKILLS: Proficiency in written and oral communication; advanced Word, Excel, Outlook, PowerPoint and standard office software; proficient customer service and interview skills.

ABILITY: Ability to supervise employees, develop policies, implement and monitor effectiveness of a wide range of personnel services and policies; ability to work effectively with confidential, sensitive information; capacity to communicate effectively with the public and employees; aptitude to mediate employee conflicts and impartially enforce personnel rules and regulations.

**Posting deadline 08/10/2020
Total Applications received: 51**

Phase One: APPLICATION SCREENING



Step One

Screening application/ resumes based on minimum qualifications

Involves

Desired Outcome

Timeline

Review all candidate's applications, resumes and cover letters;

Evaluate candidate's minimum qualifications as outlined in the job description - Work Experience, Education, Required Skills, Abilities;

Develop a blind application review spreadsheet (no names, candidates are sourced by number, location (on/off island), education (degree/ level), work experience; and if they meet the min qualifications (Yes/No);

Present spreadsheet to the Screening Work Group for review.

Human Resources

To Help flag unsuitable candidates;

All candidates who meet the min qualifications move onto Step Two of the application/ resume screening;

Completed

Step Two

Screening application/ resumes based on preferred qualifications

Involves

Desired Outcome

Timeline

Refer to blind application review spreadsheet; Request access to all applications, resume and cover letters;

Review applications/ resumes of candidates who meet the min qualifications; Evaluate candidate's preferred qualifications as outlined in the job description (refer to Checklist, HR Guide for additional tips);

Record your progress (comments) using the blind application review spreadsheet:
Mark (Yes/No) if the candidate meets the requirements and move onto the next step;
Explain the reason behind your decision;

Present the updated spreadsheet to all members of the Screening Work Group, and Human Resources;

Screening Work Group
(including NEET Nominated Screening Members)

To Differentiate good candidates from great ones;

To Narrow down the Talent Pool;

To present a shortlist of candidates who meet both the minimum and preferred qualifications to Screening Work Group and Human Resources for review;

09/10/20

* judgement call required to determine whether a candidate's resume exhibits the skills we look for.

Confirm the candidates that meet both the minimum and preferred qualifications using numerical rating system.

Successful candidates will be asked 3-5 questions to provide a written response.

Timeline

09/10/20

Approve written questions to ask successful candidates;

Screening Work Group

To Determine the candidates that move onto the third shortlisting step of application /resume screening.

09/11/20

Email written questions to selected candidates;
Set a deadline for collecting candidates' written responses;

Human Resources

09/14/20

09/18/20

Step Three

Shortlisting candidates based on minimum and preferred qualifications

Involves

Desired Outcome

Timeline

Provide candidate's written responses to the Screening Work Group;

Divide Team members into two groups;

Review candidate's written responses;

Evaluate candidate's written responses using numerical rating system 1-4;

Human Resources

Screening Work Group
Group One
Group Two

To Determine the High Performers with maximum score who would move to Phase Two, Round One: Phone Interviews;

09/18/20

09/22/20

Phase Two: INTERVIEWS

Round One

Phone Interviews

Involves

Desired Outcome

Timeline

Request access to candidate's application, resume and cover letter;

Perform phone screen interviews with the successful candidates;

Evaluate candidates' answers during interview using a numerical rating system 1-4.

Screening Work Group
Group One
Group Two

To Determine the Finalists that would move to Round Two: Zoom/ In-person Interviews;

Round Two	Zoom Interviews / In-Person Interviews	Involves	Desired Outcome	Timeline
	<p>Use a specific set of questions (approved by the Screening Work Group) to evaluate candidates in the same parameters and thus avoid bias and discrimination of any sort.</p> <p>Evaluate candidates' answers during interview using a numerical rating system 1-4.</p>	<p>Screening Work Group</p> <p>Group One</p> <p>Group Two</p>	<p>To Determine the Finalists with maximum score who would move to Phase Three: Assessment;</p>	

Phase Three: ASSESSMENT/ JOB OFFER

	Involves	Desired Outcome	Timeline
<div> <div>Evaluate candidate's performance during interview and your general impressions on resume using Evaluation Form (provided by HR).</div> <div> <div>Check Candidate's reference;</div> <div>Evaluate references;</div> </div> <div>Make an Offer.</div> </div>	<p>Screening Work Group</p> <p>Group One</p> <p>Group Two</p>	<p>To Determine the Finalist who would be offered the position;</p>	

Ensure Successful Onboarding Experience.